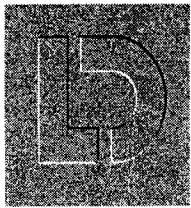


SPADEWORK

ATLANTIC DIVISION NAVAL FACILITIES ENGINEERING COMMAND



Construction Division News

Reinforcing the belief that NAVFAC's effectiveness ultimately rests in the ROICC office, the Construction and Design Divisions have embarked on a major effort to further equip the ROICC's with the knowledge and resources necessary to maintain the high level of expertise our customers expect. Construction Division has distributed throughout LANTDIV new hard hats, a new Field Office Safety Manual and the new ROICC Handbook. All support NAVFAC's guidance for standard business practices.

LANTOPS hosted CECOS East ROICC Office Management and had class representation from LANTOPS, OICC HOSP, EFA CHES and NORTHDIV. The class also included not only new AROICC's and AREICC's, but also Contract Specialists and ConReps. Such a cross section spurred a variety of discussions that forced the instructors into their references throughout the two weeks!

The Design Division's involvement in new AROICC/AREICC Orientation last February has generated into a Design Division Team visiting each ROICC office, both for an in-office presentation and question/answer session and a visit to several construction sites. The team has visited ROICCs Oceana and Yorktown so far.

The Construction Division is updating each LANTOPS ROICC library, not only with the Corps of Engineers Safety Manual and annual set of Means estimating guides, but also with a current ROICC Office Management student manual, National Electric Code and Handbook, and Steel Construction Manuals. The Illustrated Guides to the NEC and the NFPA 101 Life Safety Code will be distributed this fall.

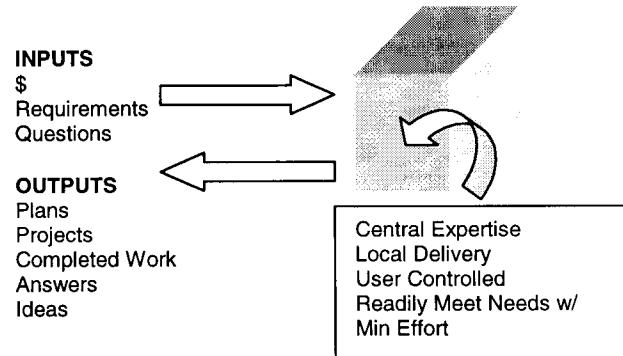
Upcoming Training

The next AROICC/AREICC orientation will be in October, with details to follow. It will be a two-day session, but rather than attempt to cover the variety of topics as last time, we'll spend more time on the major interest topics. Direct your comments and suggestions to Deborah Senchak, Code 05C (757-322-8402).

NAVFAC Restructuring

Almost thirty people representing NAVFAC, the EFD's and components, PWC, CBCs, NFESC and OPNAV participated in the initial workshops to redesign NAVFAC Headquarters into what Adm Nash calls the "Facilities Machine" concept. NAVFAC will be organized around the three primary mission areas: Facilities Acquisition, Installations Engineering Support and Contingency Engineering/Seabees Support. The organization promises to be different than today's.

The Facilities Machine



This summer the effort will continue to develop the plan, map the processes, develop an organization plan and personnel plan, and reorganize. Gary Mackey, Construction Division Director has represented the ROICC offices during the initial process. Field involvement will continue throughout the process.

CONTENTS

- | | |
|---|---|
| 1 | AROICC/AREICDC Orientation, NAVFAC Restructuring |
| 2 | Safety in the ROICC Handbook, Fall Protection, Upcoming Safety Training, Safety in Contractor Evals, AB Files |
| 3 | Elevators, Category I Steel, Pre-Approved Testing Laboratories, RFI's |
| 4 | Defense Acquisition Deskbook (DAD), Defense Automated Printing (DAP), Daily Computer Shutdown |

SAFETY CORNER



Bill Garrett, Code 0526

Safety in the New ROICC Handbook

This new document contains several areas of ROICC safety policies. The following summarizes locations where the handbook addresses safety:

Chapter 1, p 11	Safety in the ROICC Office
Chapter 5, p 3	Safety Plan
Chapter 5, p 18	Contract Safety
Chapter 5, p 25	Hazardous Material Handling & Removal (Lead & Asbestos)
Chapter 6, p 2	Three Phases of Control
Appendix Tab 8	Preconstruction Conference Checklist including Safety Plan Guideline and Asbestos Plan Checklist

These Chapters place added emphasis on the contractor following safety plans for confined space entry, accident prevention, and asbestos /lead removal. It emphasizes that ROICC personnel with minimum training requirements will review and accept these plans.

Fall Protection Equipment

Recent construction accidents have revealed some key misconceptions about fall protection systems. **First**, a contractor employee using a motion stopping system must be trained in its use. The training must be documented and cover minimum topics as outlined in USACE EM 385-1-1. **Second**, an employee who uses the motion stopping system must be attached (tied off) 100% of the time when 6' or more above the working surface. This doesn't mean that they can climb up above 6' travel to the work area then attach themselves. This means they must remain attached when above 6' before, during, and after reaching their work area. Remember, the point of attachment is above the workers head not at his feet. The **third** most common misconception is that a contractor can use a motion stopping system whenever he wants to. That is dead wrong.



The USACE Em 385-1-1 requires contractors to use a hierarchy of choices for fall protection systems. In other words, the motion stopping system is the last choice. The contractor must consider the use of other conventional systems before a motion stopping system. Conventional systems include a standard guardrail, a ladder, or using an articulating aerial platform (JLG) to access the work area safely. Our contractors must address what system they intend to use in the Activity Hazard Analysis. Please ensure motion stopping systems are the last choice when alternate safer means are possible. Remember the USACE is a *contract* requirement, paid for as part of the contract. Failure by

the contractor to comply with fall protection requirements is imminent danger and requires a stop work.

Upcoming Safety Training

CECOS will offer the 8 Hour HAZWOPPER Refresher Course in September in Norfolk. Bill Garrett will coordinate the refresher and the Respirator Training.

Contractor Evaluations Now Address Safety

The most recent edition of the Contractor Performance Evaluation, Form DD 2626, includes Item #19 for compliance with safety standards. In addition to ongoing safety practices, or the absence thereof, this item should include any instance when surveillance personnel stopped the contractor due to an unsafe activity involving imminent danger, as well as any serious accident. A recent Construction Division internal routing change for contractor evals has added the Construction Safety Specialist to review each one. Code 05 will retain evaluations with marginal or unsatisfactory marks for item #19. At the end of the fiscal year we will contact the contractor's management for a follow up meeting to discuss their safety program improvements. We'll use any additional accident data and non compliance documentation also during this meeting. This tool is an important step for recognizing high hazard contractors and assists in accident prevention efforts. This is a follow up step and does not diminish our responsibility to take immediate action to correct unsafe conditions at the construction site.

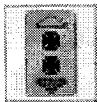
New Asbestos File Retention Procedures



Recent SECNAV Notice 5212 explains that the U.S. Department of Justice advised that the Department of the Navy could return to normal record retention schedules for records concerning asbestos related materials in accordance with SECNAVINST 5212.5C.

What this means to ROICC file management is asbestos files in each ROICC retained over six years and three months from contract completion may be destroyed. Any asbestos related records retained less than six years and three months from contract completion date may be forwarded through as required for normal contract retention procedures to the archives. Future contracts that have asbestos related records are to be forwarded through normal procedures to archives with the general contract file documents.

Discussion: OPNAVINST 23D requires retention of asbestos related files for Navy activities with employees who are engaged in asbestos related activities. Retention of asbestos related records for contractor employees is not applicable to OPNAVINST 23D. Contractor employers are required to retain employee asbestos related records in accordance with 29 CFR 1926.1101. Previous retention policies for ROICCs to also maintain these same records have been a duplication of this OSHA requirement.



Elevators

LANTDIV Fire Protection has published interim fire protection elevator policy addressing four areas with recurring problems. In summary, they are:

Machine Room and Shaft Fire Resistance

- 2-hour fire rated walls
- 90-minute rated doors (includes door closers and positive latching mechanisms)

Sprinklers and Flow Switches

- Sprinklers in pit and machine room for hydraulic elevators
- Sprinklers at top of hoistway/shaft **only** if hydraulic lines run above the elevator car
- Sprinkler flow switch assembly for each separate elevator area

Heat Detectors

- Heat detector adjacent to each sprinkler head in pit, machine room and/or hoistway

Smoke Detectors

- In machine room, lobby and pit/hoistway/top of hoistway if sprinklers

All stateside elevator construction should include these fire protection features. Overseas construction requirements slightly differ. Contact Tony Liverman, Code 408 (757-322-4343) for specific information.

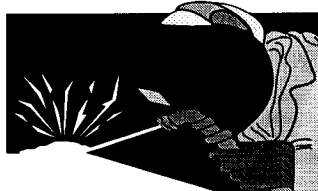
Elevator Specs, Submittals & Certification...

PWC Code 413 (Bill Landon's group) is still reviewing elevator specs and submittals in spite of some recent confusion. Speak to Bill Landon (757-445-2986) if you have any problems. Also, send up lessons learned and keep your CM informed. Feedback from the field is imperative if we're going to improve the design and construction process for elevators. Use Fred Bowen's 1997 "Elevator Update for Multi-Story Buildings" and ROICC Norfolk's Elevator Inspection Training (4/29/97) for inhouse training and reference.

When PWC inspects and certifies elevators for our construction projects, they use a job order number charged to Code 05. No individual ROICC is supporting the cost of their time. Remember, though, when they have to do more than one inspection to finally certify an elevator, the cost of their multiple inspections uses funds which are not available for other expenditures we might want.

Category I Steel

Category I steel was a topic during the recent meeting of the Navy/AGC Cooperative Committee. It seems that the requirement may be included in contracts where it is not really necessary, and that on some occasions ROICC's are waiving the requirement after contract award. In order for a steel fabricator to meet the Category I requirements, they must have gone through rigorous



plant and worker examinations. It is a thorough and costly process, which obviously increases the price of their products. The LANTDIV Design Division Structural Branch feels

that the Category I requirement is a valid indicator of a quality operation and should NEVER be waived without their input. If the designer inadvertently includes the requirement in the structural steel section for a simple, lightly-loaded structure, then it should be questioned, preferably during the constructability review, but never waived without input from the Structural Design Branch.

QUALITY CONTROL Testing Labs



This past December, the U.S. Army Corps of Engineers distributed an updated list of pre-approved laboratories (FY 97) for construction contracts. Any contractors who want to use a testing laboratory not on this list shall have to submit the prescribed requirements outlined in QC Specification Section 01450, 1.12 Testing, to the Contracting Officer in your office.

Jim Baldwin
Quality Assurance Engineer

REMINDER...

RFI's

The ROICC Handbook includes the RFI form and procedure jointly established by a Navy/SAME joint effort. Chapter 6, page 4, and Appendix Tab 16 provide the details. If you send an RFI to LANTDIV, address it either to your CM or to Code 04A5, Al Benas, who will make sure it gets to the right person and will track it. If you chose to send it directly to the EIC or AIC, there will be no one at LANTDIV tracking it for you. Take your choice.

from ROICC PUERTO RICO

Defense Acquisition Deskbook

The Defense Acquisition Deskbook (DAD) System is an automated acquisition information reference tool sponsored and developed by the Deputy Under Secretary of Defense (Acquisition Reform), and the Office of the Under Secretary of Defense (Acquisition and Technology). It was originated from an Acquisition Reform initiative to reduce directives and to assist acquisition managers to make informed decisions.

The system provides acquisition information and is intended to communicate acquisition reform to all DoD service components.

ROICC Puerto Rico started using the system last March and we are very pleased with its Query Dialog Box and its capabilities. The best way to gain a thorough understanding of the Query dialog box is by actually using the system. It has proven to be a very valuable tool in providing acquisition information to our customers and to those who require information related to Federal Acquisition Regulations as well. DAD saves a great deal of effort because all the information you may need is right at the touch of your fingertips and is updated quarterly. The system is user friendly and most importantly.....free.

For information about the system, contact:

The Defense Acquisition Deskbook Joint Program Office
ASC/SYM
2275 D. Street, Bldg. 16
Wright-Patterson AFB OH 45433-7233
DSN: 785-0423, Commercial: (937) 255-0423
E-Mail: deskbook.osd.mil

Obtain free subscriptions to DoD activities online at:
<http://deskbook.osd.mil/deskbook.html>

Luis Torres
ROICC Puerto Rico

Defense Automated Printing (DAP)

ROICC Puerto Rico has started a new innovative that saves the Atlantic Division time and money. The new program is in conjunction with the Defense Automated Printing Service Office (DAP). The program has been in effect since April 1997. DAP has agreed to assume the following ROICC duties: price original plans and specifications, receive contractors' requests, mail/fedex plans and specifications, release mailing lists, collect and account for money received for this services directly from the contractors, and keep folders of all correspondence received and sent to be forwarded to ROICC after bid opening.

Contractors will now receive their plans & specifications much faster than they used to. Previously, the post office mailed the packages 4th class and contractors would receive them 3 or 4 days before bid opening.

Customers will also be saving time and effort since they will no longer have to make copies of contract

documents. Their only responsibility is to provide an original specification, 2 (1/2 size drawings), 1 mylar or sepia. The DAP, customers, and ROICC PRA are very enthusiastic about the program and are working hand in hand to make this a success.

Irma Melendez
ROICC Puerto Rico

Questions from the ROICC...

Here's your chance to get answers to your questions and to be heard!! Send your questions and comments to LANTDIV Code 05C. We'll follow them up in this section.

Also, we heartily welcome articles from the field. Share your innovations and unique projects with the entire EFD!

Question: *Why is it so important to turn our computers off each night?*

#1 - Network Data Security. A computer left on is a window into the Local Area Network (LAN) as well as every file server in the greater LANTOPs Wide Area Network (WAN). A lot of damage could happen in a very short time.

#2 - Network File Security. If a file on the network is in "use" by a workstation, the backup software will ignore that file. Your \$100,000 database (cost to re-generate) left open in a \$50 mod will effectively prevent backup of the total database. A server crash or accidental erasure of the database would then leave the office with nothing.

#3 - Email Address Book Synchronization. Overnight synchronization of new and deleted names in the email database is prevented when email is left running overnight.

Please log out and turn off your computers every night. Arrange for a backup in case you are caught out on a jobsite.

Answer courtesy of Jim Gale
Code 05 Computer Engineer

CLOSING THOUGHT

"If you really want to do something, you'll find a way; if you don't, you'll find an excuse."



G.W. Mackey
Director
Construction Division